



Robert J Jefferson

Director

Owen Carrigan

Deputy Director

**TOWN OF ARLINGTON**  
**OFFICE OF EMERGENCY MANAGEMENT**

Local Emergency Planning Committee  
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Minutes

Meeting: Thursday September 29, 2011 9:00 am  
Community Safety Building –EOC First floor

Attendance: Robert Jefferson, AFD Chief/EMD Director, Owen Carrigan, EMD Deputy Director, Michael Rademacher, Arlington Public Works Director, Brian Sullivan, Town Manager, Joan Roman, Arlington Public Information Officer, Rich Raymond, Armstrong Ambulance, Jim Bailey, AFD, Laurie August, Arlington Council on Aging, and Rebecca Uva, American Red Cross.

Approval of November 30, 2010 Minutes and August 28, 2011 (post Irene meeting)

- Review of actions during Hurricane Irene: In addition to the LEMC Minutes from Aug. 28, Chief Jefferson reports that Arlington crews were well staffed and responsive. The major weakness was NSTAR's response to the Town's requests to move trees and branches in utility wires. NSTAR must perform this work. There was a bit of confusion and conflicting communication from NSTAR to public safety and DPW personnel, which needs serious improvement. The Town Manager plans a follow up meeting with NSTAR and public safety officials to review events around Irene and how to improve the process moving forward. Also will request NSTAR have a representative on the LEPC.

- Flu Clinics and update on Flu Vaccination: Health & Human Services Director, Christine Connolly reports, via memo. that the 2010/2011 Flu vaccination clinic is on schedule. 600 residents have been vaccinated this year so far. See memo in enclosures.

LEPC/EOC Activation/Notifications

– Because of multiple communication channels available and multiple activation types, the EOC is moving away from a single phone tree and toward a

Activation/Notification model that takes advantage of these multiple communication channels (email, phone) and focuses on Activation Types (Preparedness, Response, and Recovery) and what department head is responsible for what task(s) during each Activation type. A list of primary contacts has been created. Drafts were distributed to LEPC members to be modified in the coming weeks. Roman mentions the Town is reviewing updated notification systems that will also help to streamline these types of notifications.

#### Training Discussion

- Ham Radio – Owen Carrigan was going to look into training for our Ham radios. We know Brookline and Belmont has had training and will speak with those LEPC.

#### Training Discussion

- Web EOC: Jefferson to conduct Web EOC training for Joan Roman, Owen Carrigan and other LEPC members as deemed appropriate.

Regional Committee Status – There has been much turnover in the Battleroad Regional Committee, some discussion on whether to resurrect this group or join the Mystic Valley group. Jefferson to follow up with Mystic Valley, Rich Raymond to follow up with Mystic Valley.

#### E-Cemp Update

- This is the MEMA database of information that is updated annually. Jefferson updated last month, but noted it needed a more thorough review in such areas as vulnerable locations and updated Town inventory. Requests Joan Roman to assist. Michael Rademacher mentions that the MAPC recently compiled a Hazard Mitigation Plan for the Town that may be helpful in updating the MEMA database. Will pass along.

#### New Business

- Jefferson moves to appoint two new members. Joan Roman and David Good (or an IT designee). Motion approved.
- Rebecca Uva of the American Red Cross talked about their Community Partner Program which includes training opportunities for EOC members in such topics as sheltering as well offering free public presentations they can provide for community preparedness (schools, COA, prepare for power outages, etc). Jefferson to meet with Uva to determine how these programs may augment Arlington's Local Emergency efforts.
- Town Manager Brian Sullivan expressed the need for a summary to the Emergency Management Plan. Jefferson to review.

#### Schedule Next Meeting

- November 17, 9 a.m., Community Safety Building, EOC First Floor

Adjournment 10:03 am



**DEPARTMENT OF HEALTH AND HUMAN SERVICES**

**OFFICE OF THE BOARD OF HEALTH**

**Town of Arlington**

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**MEMO**

TO: Chief Jefferson, Emergency Management Director

FROM: Christine Connolly, Director of Health and Human Services

DATE: September 28, 2011

RE: Flu Clinics 2011

The 2011/2012 flu vaccination season is in full gear. The Health Department has gone to all senior housing complexes in town and has hosted two public clinics to date. Over 600 residents have been vaccinated this year so far.

This year, the Massachusetts Department of Public Health has provided vaccine to local health departments for children only; leaving many local health departments to eliminate flu vaccination programs altogether as there is no vaccine available to vaccinate adults. In Arlington, we purchased vaccine this year in order to address this lack of vaccine for adults and to allow us to continue with vaccination plans. Not only is it important to vaccinate seniors and adults against influenza, but it is important for our department to have the capacity to vaccinate and training to prepare for emergencies. As we know our response as a community to the H1N1 vaccination clinics went well only because of our years of practice in dispensing vaccine to large crowds.

The Arlington Health Department will once again partner with the Public School Nurses to offer vaccinations to all public school children. There will be clinics held during the day for Ottoson and high school students and one large evening clinic for all elementary children and their families.

Additional clinics will be posted online as vaccine is available. All clinics are staffed by health department staff and medical reserve corps volunteers.

For a list of clinics: [www.arlingtonma.gov/health](http://www.arlingtonma.gov/health)